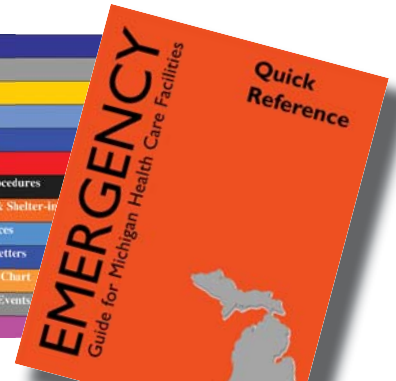


## WHY DOES MY AGENCY NEED TO ORDER AN EMERGENCY GUIDE?

Emergencies can happen any time and any place. Often the most critical time is minutes right after the initiation of the event. Health care facilities must be prepared to manage the staff and patients on-site as well as those who may come for aid. The *Emergency Guide for Health Care Facilities* will serve as a quick reference in the event of an emergency. The guide will serve as a supplement to an agency's emergency operations plan.

Criminal Activity & Workplace Violence
Bomb Threat & Bomb Threat Checklist
Protocols for Donning & Removing PPE
Body Fluid Exposure & Medical Emergency
Fire & Utility Shut Off
Extreme Weather/Flooding & Evacuation Procedures
Hazardous Material Emergencies/Pesticides & Shelter-In
Communicable Disease & Emergency Resources
Radiological Events & Suspicious Packages/Letters
Pesticide Poisoning Chart & Biological Agent Chart
General Information on Biological/Chemical Events
Child/Infant Abduction



## HOW/WHAT/WHERE?

Please complete and submit this form via fax or mail. By placing your order you will receive:

- The ***Emergency Guide For Michigan Healthcare Facilities***, which includes emergency codes, customizable contact information, and quick reference pages such as protocols for donning and removing personal protective equipment, fire and utility shut off, communicable diseases and emergency resources, and much more
- **CD with resource material**
- A **workbook** to guide facilities on using the **Guide** and customizing information
- **PowerPoint presentation** to assist in training

**Fax to:** 517.381.8008

**Mail to:** Michigan Primary Care Association  
7215 Westshire Drive  
Lansing, MI 48917

**Questions?** E-mail lmeade@mpca.net or call 517.381.8000 ext. 231.

## SHIPPING INFORMATION

Type of Agency:

- ☐ Community Health Center (FQHC or FQHC 'Look-Alike')
- ☐ Other \_\_\_\_\_

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Number of service delivery sites: \_\_\_\_\_

Number of Guides requested \_\_\_\_\_

(It is recommended that a Guide be placed in a front desk area and a common area in the facility. There is a limited number of Guides so please be diligent in assessing needs.)

**For more information on preparing for emergencies go to:**

[www.michigan.gov/OPHP](http://www.michigan.gov/OPHP) or [www.michigan.gov/michiganprepares](http://www.michigan.gov/michiganprepares) or call **517.335.8150**.

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Office Use Only: Date rec'd \_\_\_\_\_ Date sent \_\_\_\_\_ Comments \_\_\_\_\_

Confirmed delivery date \_\_\_\_\_ Signed by \_\_\_\_\_